



Technical Team Assistant - Comox Valley United Soccer Club (Full-time)

The Comox Valley United Soccer Club (CVUSC) is seeking a Technical Team Assistant to support local players, club operations, and programs, aligning with Canada Soccer Club Licensing goals. CVUSC is one of Northern Vancouver Island's largest grassroots soccer organizations, dedicated to honesty, integrity, inclusivity, and community engagement. Our mission is to grow the game in the Comox Valley while providing an exceptional soccer experience.

Position Summary

This position is a multi-faceted role that prioritizes the efficient delivery of club programming through

- Monitoring CVUSC programs to ensure compliance to and alignment with the Canada Soccer Association (CSA) Long Term Player Development (LTPD) Model guidelines;
- Building partnerships with external technical service providers to create and fully integrate on field and off field coach and player development;
- Working collaboratively with the Director of Soccer, establishing partnerships with Upper Island and Lower Island Youth Clubs to ensure playing opportunities exist for our Valley Youth Soccer League (VYSL) and Pacific Development League (PDL) players;
- Working collaboratively with the Director of Soccer in establishing partnerships with Tier 2, Tier 1, post-secondary level, and professional organizations to ensure that the progression of playing opportunities exist for players.

Job Duties

- Ensure access and delivery of Active Start, FUNdamentals, Learn 2 Train and Soccer 4 Life courses are available to club coaches;
- Responsible for assisting the Director of Soccer with creating and implementing player and coach development pathways, programming, curriculum and manuals for all CVUSC Youth programs;



- On-field support and development of CVUSC coaches in all club programming;
- Responsible for assisting the Director of Soccer in the completion of the Canadian Soccer Association Quality Soccer Provider license application by providing access to required information and annual recertifications;
- Responsible for integrating the elements of the CVUSC vision and mission statement in all strategies and activities.

Off the Field Leadership and Responsibilities

- Demonstrate initiative, creativity and imagination while seeking new opportunities to expand the service structure within CVUSC;
- Assist in organizing volunteers for major events (Mini World Cup etc.);
- Potential to assist with communication and marketing through the club website, social media, and club newsletter;
- Oversee the Kit, Equipment, and Field Managers for all soccer programs – ensuring part-time staff are supported during peak periods and that best practices in inventory control are used.

Educational and Work Experience Requirements

- Previous experience working in grassroots sports management;
- Previous coaching experience
 - CSA 'C' diploma at a minimum and additional safe sport training (i.e. Respect in Sport, etc.)
 - Minimum 3 years of recent coaching experience in a grassroots or high performance league
 - Certification in other CSA diplomas is an asset;
- Education in grassroots sports management is an asset;
- Understanding of principles of the CSA's Long-Term Player Development model;
- Canadian citizen, Permanent Resident of Canada, or a valid work permit;
- Must undergo a Criminal Record Check.



Skills and attributes

- Passion for the game of soccer;
- Willingness to seek opportunities for professional development;
- Excellent communication, organization, and time-management skills;
- Strong interpersonal and leadership skills;
- Highly motivated and driven to inspire coaches and players to achieve their personal best;
- Alignment with key club values of honesty, integrity, inclusivity, transparency, hard work, and commitment to the community;
- Demonstrated experience in working in grassroots environments ;
- Competency in Microsoft Office suite and Google Workplace.

Reporting

- The Board oversees all positions; however, this position will report to the Director of Soccer - Technical Lead for day-to-day operations. The Board may provide clarity and oversight as needed.

Compensation

This is a full-time position based on a flexible 40-hour work week. Pay will be commensurate with the successful candidate's skills, experience and attributes. Annual salary range: \$50,000 - \$60,000

Application Information

CVUSC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic. This policy applies to all employment practices within our organization and is a cornerstone of all of our soccer programs. Whether it be in the office or on the field CVUSC



believes that each individual should be celebrated for who they are and be safe in all areas of their activities.

To apply for this position, please submit a cover letter and resume to jobs@cvusc.org.

This posting will remain open until filled.

We thank all applicants for their interest, however only those selected for further consideration will be contacted.